



EXECUTIVE OFFICE, USACE FINANCE CENTER

MISSION:

Directs the execution of a broad and comprehensive range of operational finance and accounting (F&A) services for the U.S. Army Corps of Engineers (USACE).

DIRECTOR:

Serves as the head of the USACE Finance Center (UFC), a field operating activity of the USACE under the staff direction of the Director of Resource Management (DRM). As director of the UFC, leads, directs, supervises and manages the execution of the operational finance and accounting day-to-day support and long term financial planning for USACE. Develops and maintains capability to mobilize F&A support services in response to national security and domestic emergencies and to support other Federal initiatives as required. As chief operational finance and accounting program manager; is responsible for all aspects of military, civil and revolving fund activities and payroll; continuing review, analysis, development, and deployment of cost effective accounting processes within the USACE.

PRINCIPAL DEPUTY DIRECTOR (PDD):

Serves as a full deputy and a principal assistant and advisor to the director by supervising and coordinating the overall activities of the UFC. By delegation from the director, the PDD, has final authority on both the military and civil accounting and program responsibilities of the director.

ADMINISTRATIVE OFFICER:

Serves as primary assistant to the Director and PDD. Performs overall coordination and management of the operation and administration of the UFC. Directs and monitors the staff in carrying out decisions, staffing actions, policy issues, plans, or other final actions emanating from the director or PDD. Performs final review, coordination, and clearance of internal and external staff actions directed to the director. Responsible for implementation maintenance of a cost effective administrative system that affords the director timely and accurate responses to internal and external requirements of the UFC.

**SPECIAL SUPPORT STAFF
Mission**

The Special Support Staff supports the Director and Principal Deputy Director (PDD) on issues and concerns relating to Legal, Equal Employment Opportunity, Internal Review and Public Affairs. HQUSACE will provide technical and administrative guidance to the UFC*s Director and Principal Deputy Director, on non-routine or sensitive issues.

Functions:

The UFC*s Special Support Staff accomplishes the mission through the separate distinct offices. They include General Counsel Office, Equal Employment Opportunity Office, the Internal Review Office and Public Affairs.

**FOA COUNSEL
Mission**

The FOA Counsel serves as the principal legal counsel to the UFC. Provides legal advice, guidance and legal services to the UFC*s Director and PDD. Serves as liaison with other agencies on legal issues relating to the UFC and manages assigned programs. Overall command and control resides with the Office of General Counsel, HQUSACE and is administered through the appropriate channels (i.e., district, division, FOA, or retained at HQUSACE).

Functions:

1. Manages the UFC FOA Counsel Office and ensures that consistent legal advice is provided for the UFC*s director and staff on all facets of Federal fiscal law.
2. Performs UFC Office of FOA Counsel duties including contract and procurement law, civilian personnel and labor law, fiscal environmental and administrative law. Provides ethics training for UFC team members and serves as the UFC*s point of contact for the USACE Standards of Conduct and Ethics Programs.
3. Serves as member of the UFC*s Negotiating Team.
4. Serves as the sole authority for the release of official information in litigation and the approval of testimony by UFC personnel. Provides legal advice pertaining to Freedom of Information Act (FOIA), the Privacy Act, labor management relations and personnel.

5. Represents the UFC at hearings before the Equal Employment Opportunity Commission, Merit System Protection Board (MSPB), local unions, state unemployment compensation claims, Federal Labor Relations Authority of unfair labor practices and the Federal Impasses Panel.

6. Process, monitor, provide legal reviews and make recommendations to the approval authority on loss of funds and relief of liability requests. Analyze, monitor, control and act as funds administrator for loss of funds. Provide procedural and legal guidance to Defense Accounting Offices and other officials.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)
Mission

Acts as principal advisor regarding the development, execution and evaluation of the UFC's Equal Employment Opportunity (EEO) Program. Plan, coordinate, and supervise the execution of EEO policies, objectives, and programs for the UFC, in accordance with appropriate regulations for HQUSACE, and appropriate directives for the Office of Personnel Management, Equal Employment Opportunity Commission and Department of Defense.

Functions:

1. Serves as principal EEO advisor to the Director and staff, to assist in the accomplishment of their missions.

2. Plans, develops and manages the affirmative action program for minorities and women in accordance with legal and regulatory guidance.

3. Manages the EEO complaints processing system to ensure compliance with legal and regulatory requirements.

4. Conducts internal program evaluation to ensure EEO statutory and regulatory compliance.

5. Develops policy and guidance to assure that proper resources are provided for EEO mission accomplishment.

6. Monitors, assesses and reports on the EEO climate of the UFC.

7. Directs and manages EEO training to keep the work force informed of current policies and initiatives.

INTERNAL REVIEW
Mission

The Internal Review Office is responsible for all aspects of the UFC*s Internal Audit and Review program. This includes the identification of functions or areas for review. Conduct audits, surveys, and reviews which provide the UFC*s Director with detailed information regarding performance efficiencies, and to detect potential for the existence of fraud, waste, illegal practices, or mismanagement.

Functions:

1. Administers the UFC*s Internal Review Program at the center by scheduling operational reviews of functions performed.
2. Monitors/tracks corrective actions to approved audit recommendations. Performs follow-up, in-place management corrective actions to approved audit recommendations.
3. Plans and executes the UFC AR 11-7 internal review program activities.
4. Reviews DoD, OMB, Army, and USACE circulars and directives and Public Laws, and initiate compliance reviews on automated pay and applicable accounting systems and internal office procedures to determine adequacy of controls to prevent or detect fraud, waste, abuse or mismanagement. Collects and analyzes data to determine weaknesses and potential areas of concern in controls or procedures. Assists management by making recommendations for remedial actions and developing control procedures and techniques designed to reduce the potential for fraud, waste, abuse or mismanagement.
5. Provides external audit liaison/coordination to include processing responses to audit draft and final reports.
6. Initiates analyses and reviews of documentation, test data and system specifications to ensure compliance with existing directives. The scope of the reviews will further ensure that edits exist within the system to prevent fraud, waste or abuse.
7. Acts as UFC advisor and liaison in matters referred to governmental investigative agencies.

PUBLIC AFFAIRS
Mission

Acts as principal advisor and assistant to the Director UFC in all public affairs matters and direct public affairs programs for the UFC.

Functions:

1. Provides limited visual information services in support of public affairs and protocol objectives.
2. Provides protocol support (plans conferences, retirements and special events, oversees all arrangements for distinguished visitors, coordinates receipt and issuance of invitations for directors)
3. Oversees development and preparation of informational materials and programs aimed at specialized publics to include the reviewing and clearing of official speeches and writings that are to be presented or published in the civilian domain by UFC team members.
4. Acts as the UFC*s central point of contact for all inquiries from Congress, the media, other organizations and the general public. Prepares and/or coordinates responses to such inquiries.
5. Develops internal information program, articles for publication and press kits, fact sheets and biographies including the publication of the UFC*s newsletter issued to all team members and customers.
6. Handles all media inquiries and press releases.
7. Executes the Privacy Act/Freedom of Information Act requirements for the center.
8. Disseminates official information on finance and accounting subjects and acts as technical liaison to public affairs offices worldwide through established channels.
9. Provides feedback to the Director UFC and senior staff about employee and customer understanding, support and ability to effectively use UFC policy and programs. Identify, develop and execute programs to improve these levels of understanding and support.
10. Acts as liaison between local internal audiences, customers and HQUSACE Public Affairs Office.